

## **Region One Administrative Staff Meeting**

**June 12, 2006 – 8:00 a.m.**

**Large Conference Room**

**Daryl Ballantyne  
Tim Boschert  
Brent DeYoung  
Darin Duersch  
Kevin Griffin  
Rex Harris**

**Nathan Lee  
Judie McDermott  
Andy Neff  
Cory Pope  
Dennis Simper  
Rodney Terry - Excused**

### **INCENTIVE AWARDS**

	<b><u>Presenter</u></b>
Debra Brown	Darin Duersch
Daniel Erikson and Brad Humphreys	Cory Pope
Darin Duersch	Cory Pope
Alfred Puntasecca, William Arnold, Chad Cornia, Jim Harris.....	Cory Pope
Scott Dearden, Bruce Robison, Wayne Felix, Audrey Drawn, Emerson Zamora, Dan Chappell, Dave Crawford, Jason Stimpson, Layne Hardy, and Robert Hardy	
Paul Egbert, Cleve Smith, David Rick Johnson.....	Kevin Griffin
Darrell James Evan Riggs, Louis Hoppi, Shane Spackman, Paul Wangsgard, and John Cottrell	

### **SERVICE AWARDS**

Clint McQuiddy	20 years
Robert Hardy	10 years
Rex Harris	10 years
Austin LaRue	5 years
Nathan Lee	5 years

- 1. Welcome - Cory Pope**
- 2. Minutes from May 11, 2006 Administrative Staff Meeting Approved.**
- 3. Kevin Griffin - DeCoster PowerPoint Presentation on “Change Management.”**

Kevin gave an in-depth presentation on Change Management noting that initial, normal reactions to change as outlined by the seven stages of change below:

  - **Shock**
  - **Denial**
  - **Strong Emotion**
  - **Acceptance**
  - **Experimental**
  - **Fuller Understanding**
  - **Integration**

- A Discussion ensued on this issue relating to the integration of Maintenance/Construction in the Region, it was stated that managers need to support changes.
- 4. Nextel presentation on coverage, voice mail, dropped call issues and the Nextel-Sprint Merger – Ryan Hodges. This completes the May Action Item.**  
**May Action Item - Coverage on Nextel cell phones should available for all of the Sprint areas. Daryl will contact Nextel to ensure that the cell phone coverage is updated.**
- Nextel is increasing their coverage for the Wasatch front. UDOT employees using Nextel cell phones out of the coverage area will be able to make a voice call but will not be able to do push to talk. This will be done from nine months to a year, and new handsets will be provided.
  - Message problems – Daryl will forward any employee numbers to the Nextel representative for problem solving for voice messaging. The representative noted that the problem might be the telephones (different phones with different capabilities). The 760 and 560 telephones should be good for Region use.
- 5. Training Presentation (9:00 a.m.) Carla Freebairn, Becky Collins and Paula Brown** from the Complex attended the Administrative Staff Meeting in order to be proactive in letting the Region know what training is available to meet the training needs for the Region. Rick Murdock was not able to attend, but Carla outlined his training program. Their areas of expertise are as follows:

**Carla Freebairn - Training Manager**  
**NHI Courses**

**Rebecca Collins - Personal Development Trainer**  
**New Employee Orientation , Personal Development Training, and the TEP Program**

**Paula Brown - Training Technician**  
**Tuition Assistance**

**Rick Murdock - Leadership Trainer**  
**Rotational Engineer Program, Leadership Training**

**Becky Collins** - outlined some of the classes taught by the Personal Development:

- Accepting Change
- The Color Code
- Dealing with Difficult People
- Developing Emotional Intelligence
- Other training is available for specific needs (training will be for groups as small as 10 and as short as one hour and as long as four hours)

**Paula Brown** – reviewed the procedures to use the Educational Assistance Program as follows:

- Tuition assistance is available to permanent UDOT employees who are attending an accredited college or university and who will be receiving college credit for the course attended. Tuition assistance is not available for courses in which the individual will receive a certificate.
- UDOT will pay 100% tuition for all math, English, and computer courses and for all job-related courses. UDOT will pay 75% tuition for all non-job related courses (only if courses will benefit UDOT). A maximum of \$3,500 is available per employee per calendar year and may be received up-front, prior to the beginning of the class. The supervisor makes the decision on whether the course is UDOT related.
- Recipients of educational assistance must receive a "C" grade or above. The individual will be required to reimburse UDOT if this requirement is not met.
- Recipients of education assistance must also continue employment with the Utah Department of Transportation for one year following the completion of the course. The individual will be required to reimburse UDOT, on a prorated basis, the tuition received if he/she does not continue employment for the one year minimum following the course.
- Course study should not be done during work hours.

**Carla Freebairn** - informed the group that Rick Murdock is the trainer for Leadership training with the training divided into three areas:

- Self-Development
  - Employee Advancement
  - Organization Improvement
- **Alan Lake** does training on corrective action or disciplinary action and DeCoster refreshers (it was noted that each member of the staff could come to the Region for training about three times a year).
  - A calendar is available on the UDOT web site to schedule training.
  - Leadership teams should give the trainers thoughts on what would be needed in the Region and call Carla regarding this training. The cost for the training comes out of the Human Resource Budget at the Complex.

## **9. ROUNDTABLE**

**Andy Neff**

**May Action Item - Andy to send out an appointment to R1 for a meeting on I-15 NOW to be held in the Large Conference Room. The format is centered on external customers, and Dave Asay will be doing the presentation**

- Andy wanted feedback on the I-15 NOW meeting held on May 31 at the Region for all Region One employees. The group felt that the presentation was excellent, and that the information was very beneficial for Program Managers and Maintenance for planning purposes.
- Nathan and other members of the group suggested it would be good to have one of these meetings with an update every month or every other month. It was

noted Program Management could help coordinate this effort with Julia Winfield's assistance.

### **Kevin Griffin**

**May Action Item - Darin Duersch to take the lead on contacting Kevin Griffin to have the Maintenance Sheds look at all barrier loop connections to make sure they are not corroded**

- **Action Item Complete** - Kevin reported that the Region has three types of barrier loop connections. The connections are being spot checked by Maintenance. The stranded barrier loop connection has the possibility of corroding, and Maintenance is checking on whether the problem is age related. Cory noted that the idea is to get an inventory of the connections.
- **Emergency Plan** - Maintenance is putting together an emergency plan for the Region with geographical maps showing hospitals and first and second priority routes. Kevin will send the plan to Tracy Conti in the next week or so.

### **Dennis Simper**

- **Rotational Engineers** – Dennis talked to Rick Murdock at the Complex noting that an evaluation should be done for each rotational at the end of their first year of employment with UDOT and that the first year evaluation is very critical. Dennis also informed the group that a committee is in the process of creating a Standard Performance Plan for rotationals. This information will be forwarded to each of the staff members. Cory noted that it is important to make sure that when evaluations are done to think in terms of hiring the individual for long term employment.
- **News Release on Liquid Asphalt** – This news release related that the price of liquid asphalt is going up and there may be a shortage. Dennis has a letter from Granite Construction Company signed by Tom Case dated June 5, 2006 that he will send to any of the staff members who are interested.

### **Brent DeYoung**

- Brent noted that on the I-15 NOW Project that the 31<sup>st</sup> Street westbound lanes have been reduced to one lane. The southbound exit to eastbound 31<sup>st</sup> Street is closed. The public should be informed when calling the Region that the southbound travelers on I-15 should take the first (Westbound exit) at 31<sup>st</sup> Street to go east or west. The I-15 NOW website has been updated to reflect this change. Work is proceeding on the bridges as well as the I-15 median from the I-84 Interchange south of 31<sup>st</sup> Street to 12<sup>th</sup> Street.

### **Daryl Ballantyne**

- Daryl reported that Brent Hipwell, South Weber Construction, wants to bring the Lab Trailer to the Region. Daryl was not sure where it could be placed. It was felt it should be placed near the Materials Lab since an infrastructure would be needed if put in the Region area.

**Tim Boschert**

- Tim reported that the Cache Metropolitan Planning Organization (CMPO) submitted their draft Transportation Improvement Program (TIP) for public comment.
- There is no regulation that says what identifies a Regional Planning Organization (RPO). Tim is researching this on several different levels.

**Rex Harris**

- Preconstruction is gathering data from the Region regarding technical training. The staff was asked to submit their training needs in the next day or two with specific training requirements grouped as one, two and three.

**Cory Pope**

- Performance Plans – should be submitted to Cory by the first of July.
- Judie will schedule one hour appointments for each of the staff members during the first two weeks of July with follow-up appointments every three months.
- The staff was reminded to keep in mind the objectives, performance measure of success and the results.

**ACTION ITEMS:**

1. Nathan and other members of the group suggested it would be good to have 1-15 NOW meetings every month or every other month. It was noted Program Management could help coordinate this effort with Julia Winfield's assistance.
2. Dennis informed the group that a committee is in the process of creating a Standard Performance Plan for rotationals. This information will be forwarded to each of the staff members when complete. Dennis has a letter from Granite Construction Company noting the price change on liquid asphalt that he will send to any staff members who are interested.
3. Performance Plans – should be submitted to Cory by the first of July. Judie will schedule one hour appointments for each of the staff members during the first two weeks of July with follow-up appointments every three months.

**Future assignments for Leadership Training from DeCoster Principles – Rex Harris – “Dealing with Difficult People,” July 2006**

Next Staff Meeting is scheduled for **Monday, July 10, 2006** at 8:00 a.m. in the Region One Large Conference Room.